

MEMORANDUM

SEPTEMBER 21, 1978

TO: BOSTON REDEVELOPMENT AUTHORITY

FROM: ROBERT J. RYAN, DIRECTOR

SUBJECT: AMENDMENTS TO CONTRACT WITH ABT ASSOCIATES
SOUTH END URBAN RENEWAL PROJECT R-56

3672

The Department of Housing and Urban Development is requiring the Authority to close-out the South End Urban Renewal Contract. In order to accomplish this, the Authority retained the services of ABT Associates as consultants to undertake a two part process: a full community review of the project involving 25 neighborhood meetings, workshops and hearings, and a thorough technical environmental review of unfinished urban renewal activities culminating in the publication of an EIS.

It was expected that SEPAC would provide public information and review of this process through publication of the Newsletter. However, SEPAC hasn't been able to publish a monthly Newsletter and has requested withdrawal of its \$23,000 funding request for this purpose. Due to the extremely tight schedule imposed on the Authority by HUD and the need to inform large numbers of residents in a very short time about closeout activities, the Authority recommends that ABT Associates, which has successfully conducted 21 community meetings to-date, undertake the necessary community information component. The cost would be about one-half that estimated by SEPAC.

Two additional tasks, which are described along with the community information responsibilities on the attached pages, are necessary to meet the EIS requirements for close-out. The entire cost of these contract modifications will not exceed \$19,395.

An appropriate vote follows:

VOTED: The BRA Board authorizes the Director to amend the ABT Associates contract dated February 14, 1978 to include the tasks described on the attached pages in accordance with HUD requirements, and for an amount not to exceed \$19,395.00.

DESCRIPTION OF CONTRACT MODIFICATION ITEMS
(Tasks beyond original scope of work)

The following cost estimates are based on the same rates and company loading factors specified in the initial ABT Associates, Inc. cost proposal (dated February 14, 1978) for this contract.

<u>ITEM</u>	<u>ESTIMATED COST</u>
1) <u>ADDITIONAL COMMUNITY INFORMATION REQUIREMENTS</u>	\$12,490

This task covers additional community information needs due in part to greater-than-anticipated community response at meetings and to handle some items which were previously carried out by the former SEPAC director. The cost estimate includes all ABT Typing Center services (including the currently outstanding bill) for preparing a master mailing list, making corrections and additions transmitted recently by the BRA, typing and stuffing the envelopes for the three additional mailings (quadrant meetings, major community meetings, and public hearing); additional xeroxing costs due to greater meeting attendance than anticipated; preparation and printing of 100 posters each for the major community meeting and the public hearing; preparation and printing of 5500 flyers for each of the three additional mailings and disbursements (quadrant meetings, major community meeting and public hearing) making a total of 16,500 flyers; printing of an additional 300 copies of the Summary EIS Brochure; and payment to South End neighborhood organizations for three meeting notification distributions; as well as additional administrative time for these tasks.

The cost estimate includes 10 professional and 5 secretarial person-days for ABT Associates staff, 5 person-days for Skidmore, Owings and Merrill, \$894 for Typing Center costs, \$4145 for additional xeroxing and printing, and \$1800 for distribution of the community meeting flyers (payment to be made to neighborhood groups according to a BRA-specified formula).

ITEMESTIMATED COST

- 2) DATA GATHERING AND MAP WORK IN EXCESS OF CONTRACT SCOPE \$ 3,809

Because current information of the type referred to under Item III (Responsibility of the Boston Redevelopment Authority) was not available for all data and map needs, the contractors were required to complete this work in order to meet the community meeting deadlines. Work included corrections of inaccuracies in the Reuse Parcel Maps and the parcel description sheets. It was also necessary to assemble a variety of data sources for the baseline data (required as input to the impact assessment currently underway) because of substantial delays in the Consensus survey which was scheduled to provide this material.

The cost estimate includes 11 professional person-days for staff from ABT Associates, Inc. and 7 for Skidmore, Owings and Merrill.

- 3) COORDINATION WITH AND USE OF THE CONSENSUS SURVEY \$ 3,096

The initial project schedule prepared by the BRA and dated 4/11/78 called for completion of the final Consensus Report by June 1, 1978 -- in time for use by the consultants in preparing the EIS draft. As of August 29, 1978, this report had not been received by ABT Associates. While the Consensus material is an important input to the EIS and represents an unique approach to EIS preparation, integration of the survey results into the EIS at this point when a substantial amount of the document is already in draft form is beyond the scope of work budgeted in the original contract. In addition, ABT Associates, Inc. has been asked by the BRA to spend unanticipated staff time reviewing and editing Consensus Survey questionnaire forms.

The cost estimate includes 10 professional and 3 secretarial person-days for ABT Associates staff and 3 person-days for Skidmore, Owings and Merrill staff.

\$19,395

